

Finance Manager

Hopscotch Asian Women's Centre is a well-established and a leading voluntary organisation providing a wide range of services to the to South Asian women mostly in and around Camden. We provide information and advice, support and advocacy, education and training, employment support and a range of services to children and families including Domiciliary care.

The charity is seeking an experienced Finance Manager who has knowledge and understanding of how charity finance works. You will have a genuine understanding of, and commitment to, the aims and values of the charity and work effectively alongside the CEO to implement the financial policies whilst working to support other staff teams.

Post: Finance Manager
Salary: £36,000 FTE incl. ILW (Pro rata)
Hours: 3-4 days a week (Pro rata)
Duration: Permanent
Reports to: CEO

The Finance Manager will be responsible for preparing financial statements, quarterly management accounts, maintaining cash flow and credit controls, preparing the payroll, maintaining accounts payable & receivables, budget preparation. Working with the other Senior Management Team members on office operations, monitoring, risk management, asset management, compliance with statutory requirements, project working is part of the role as well as working closely with the CEO and Board of Trustees. Preparing Year End accounts for auditors, and liaise with them during the audit process happens annually.

This is a unique opportunity for an experienced, committed Finance Manager and as part of the Senior Management Team (SMT). This role will require strong communication skills as the post holder will need to build robust working relationships with project partners, stakeholders and beneficiaries

For an informal discussion about the post, please contact Benaifer Bhandari, CEO Manager. For all other details and an application pack, please contact Shammy Ahmed, HR Administrator:

Tel: 020 7388 8198
E-mail: recruitment@hopscotchawc.org.uk
Web: www.hopscotchawc.org.uk

The closing date for all applications is on 24 May 2019, at 17:00 hrs
Interviews will be held week of 27th May 2019.

Please do not send CVs as they will not be considered.